



# SharePoint: Creating Collaborative Spaces and Interesting Places

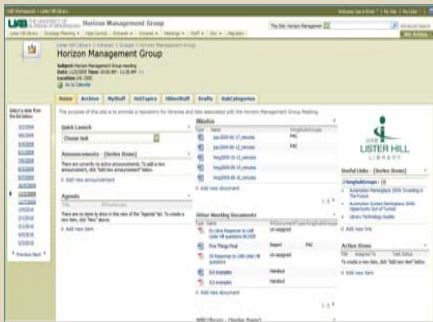
Lisa A. Ennis & Randy S. Tims

## Definition

SharePoint is an online collaborative environment, fully integrated with Microsoft programs, which allows employees to manage users, content, workflows, and business processes more efficiently, and facilitate the sharing of information across the organization.

## Components

- ❖ Document Management—versioning, metadata, and access control
- ❖ Collaboration—meeting workspaces, discussion lists, blogs, wikis, and surveys
- ❖ Centralized Search Functionality—search for keywords, author, date, type of document, etc.



Meeting Workspace examples with minutes, announcements and other documents.

## Why SharePoint for LHL

- ❖ Improved management and retrieval of documents and list items
- ❖ No-cost deployment for LHL and training by the university
- ❖ Single sign-on service means users login once to the site
- ❖ Granular permissions means users privileges can be assigned at the site, list/library, or item level
- ❖ Lists and libraries eliminate paperwork by allowing staff to submit documents, like leave forms, online
- ❖ Meeting Spaces offer dynamic places for sharing information and collaboration

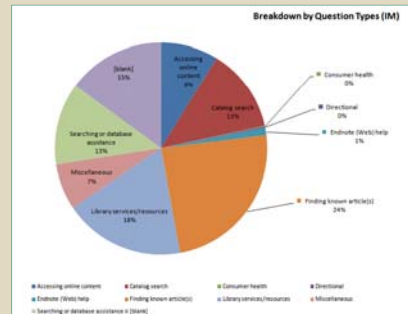


Chart for virtual reference broken down by question types.

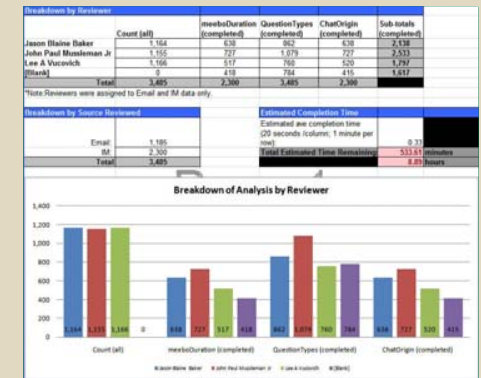
## Interesting Projects at LHL

LHL uses SharePoint for much more than an Intranet.

- ❖ **Virtual Reference:** We created a list for archiving email and chat transcripts, which allows reference staff to assign metadata (e.g., keywords, affiliation, date), create a searchable knowledgebase, analyze data, and report trends.
- ❖ **NIH Public Access Support:** We created an intermediary repository for authors requesting library Central manuscript submission process. Custom views and workflows allow staff and authors to monitor the process online.
- ❖ **Educational Sessions:** We created a list for tracking educational session requests by the UAB community. Custom views and workflows allow staff and requestors to monitor their individual sessions process online, save session to their Outlook calendar, set email reminders, etc.

## Lessons Learned

- ❖ Plan ahead for unexpected growth. Design a scheme that is capable of meeting future challenges—not just the current requirements.
- ❖ When training staff, build user confidence by starting with easy and relevant tasks first.
- ❖ Start small and think big—not vice versa.
- ❖ Understand that there is a large IT staff time and training commitment to take advantage of the product.



Charts related to the review process associated with logged virtual reference data.